

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**ECONOMIC DEVELOPMENT COORDINATOR**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Economic Development Coordinator is the second and skilled, advanced level in a two level Economic Development series. Incumbents are responsible for serving as technical experts and performing a broad range of administrative duties in all economic development functions, including attracting new businesses to Fresno, collaborating with business in order to achieve retention and expansion goals, assisting entrepreneurs interested in starting up new businesses in Fresno, and assisting businesses seeking access to capital, workforce development, and other resources. Incumbents are also responsible for determining identifying and implementing appropriate actions in order to achieve the goals of their larger areas of responsibility.

The Economic Development Coordinator is distinguished from the Economic Development Analyst by its responsibility for performing advanced journey level economic development activities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

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|----|--|--------------|
| 1. | Performs varied administrative, staff, and analytical assignments in support of City economic development, commercial development, and redevelopment activities.           | Daily<br>20% |
| 2. | Performs research and prepares a variety of comprehensive reports, proposals, and studies regarding economic development, commercial development, and redevelopment.       | Daily<br>20% |
| 3. | Prepares development proposals, coordinates development requirements, and processes development packages through the idea, planning, and construction phases.              | Daily<br>10% |
| 4. | Coordinates the submittal of financing packages for City development projects to Federal, State, Local, and private funding sources.                                       | Daily<br>10% |
| 5. | Collects, compiles, and analyzes data for projects and problems related to the development and operation for the City's multi-faceted development efforts.                 | Daily<br>10% |
| 6. | Negotiates and manages contracts with architects, engineers, and builders, including negotiating the acquisition and disposition of real estate within the private sector. | Daily<br>5%  |

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
7.	Organize, lead, and participates in/on a variety of meetings, committees, task forces, and/or other applicable groups in order to receive and convey information; facilitates presentations to community groups and civic organizations.	Weekly 10%
8.	Reviews and analyzes legislation impacting the City's development and redevelopment activities.	Weekly 5%
9.	Coordinates and implements public relations efforts, including press releases; meets and collaborates with representatives of other public agencies, individuals, or groups on the development or promotion of the City's development efforts.	Weekly 5%
10.	Conducts surveys and collects information relevant to the City's economic development, commercial development, and redevelopment efforts; analyzes findings and prepares or presents reports of practical solutions or recommendations.	Quarterly 5%
11.	May coordinate and administer economic development programs and incentive zones.	Daily 0 – 70%
12.	Coordinate with Project Managers on large scale economic development projects.	Weekly 0 – 50%
13.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Bachelor's Degree in an Economic Development related field and six years of professional level economic development experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- Economic Developer (CECd) Certification at time of appointment

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Public administration concepts and theories;
- Municipal organization and operations;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations related to the acquisition and disposition of property and building and site development;
- Real estate financing alternatives and programs;
- Community, public relations and marketing principles and practices.

#### **Skills** (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Coordinating commercial development, economic development, and redevelopment community needs;
- Coordinating and conducting negotiations for acquiring and disposing of property
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Exercising initiative, ingenuity, and sound judgment in solving difficult and complex administrative and technical problems;
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Implementing public relations/marketing initiatives
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Incumbents may be subjected to travel.

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**NOTE:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008